

## Petition to Use Historical Coursework (More Than 10 Years Old) Toward a Current Graduate Degree Program

Coursework and credits more than 10 years old, whether taken at UB or another institution, must be petitioned at the time of the student's admission to a current program, if they are to be applied toward the current degree. The director of graduate studies for the student's program reviews the coursework to determine whether the content of those courses is still relevant and applicable to the current program. The student must demonstrate their continued knowledge of the course content.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

UB Person Number \_\_\_\_\_ Email \_\_\_\_\_

Academic Dept. \_\_\_\_\_ Degree Type \_\_\_\_\_

List all courses requested to be applied toward your current graduate degree program. For courses not completed at UB, attach the original, official corresponding transcript(s). International students who previously submitted original transcripts upon admission to UB may attach a legible photocopy of the front and back of that transcript.

Course Title	Course Number	Credits	Institution	Semester/Year

Total Historical Credits Requested \_\_\_\_\_

### Required Attachments

1. A letter from the academic department that explains how the above courses are still relevant and applicable toward the student's current UB program.
2. A letter from the student that explains how they have maintained the knowledge gained from these courses.
3. The student's current resume or CV.

### Required Approvals

Student \_\_\_\_\_ Date \_\_\_\_\_

Major Advisor \_\_\_\_\_ Date \_\_\_\_\_

Dept. Chair/Director of Grad. Studies \_\_\_\_\_ Date \_\_\_\_\_

**Submit completed form and attachments to the Graduate School at [grad@buffalo.edu](mailto:grad@buffalo.edu) or 409 Capen Hall.**

#### For Graduate School Use Only

Reviewer: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ PDB \_\_\_\_\_ HUB \_\_\_\_\_ Email \_\_\_\_\_

Comments: \_\_\_\_\_ Revised 6/22/18